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<b>Related Policies and Guidance</b>	<p><a href="#"><u>Legionella Guidance</u></a>  <a href="#"><u>Lone Working guidance note</u></a>  <a href="#"><u>Lyme disease guidance note</u></a>  <a href="#"><u>Manual Handling guidance note</u></a>  <a href="#"><u>PPE guidance note</u></a>  <a href="#"><u>Risk Assessment guidance note</u></a>  <a href="#"><u>COSHH guidance note</u></a>  <a href="#"><u>Accident Reporting guidance</u></a>  <a href="#"><u>Asbestos guidance note</u></a>  <a href="#"><u>Driving for work guidance note</u></a>  <a href="#"><u>DSE Guidance note</u></a>  <a href="#"><u>Electricity at work guidance note</u></a>  <a href="#"><u>DWT Safeguarding Policy</u></a>  <a href="#"><u>Fire safety guidance note</u></a>  <a href="#"><u>Noise and vibration guidance note</u></a>  <a href="#"><u>PUWER Guidance note</u></a>  <a href="#"><u>Managing for safety guidance note</u></a></p>

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## 1. Scope

This is the Health & Safety policy statement of Devon Wildlife Trust (DWT) and its associated subsidiaries Devon Wildlife Services (DWS) and Devon Wildlife Enterprises (DWE) – all are referred to collectively as **DWT** in this policy unless otherwise stated. This policy covers all areas of the organisation's activities including (but not limited to) office based activity, visitor centres, public events, volunteer groups, community engagement, education, surveying, practical work and commercial services.

For ease of reading, where policy refers to "*Employees*" the term includes all paid staff, Trustees, volunteers and trainees. Safety arrangements for volunteers, Trustees and event attendees will be made by DWT staff.

The policy is prepared in accordance with section 2(3) of the **Health & Safety at Work Act 1974** and references the **Management of Health & Safety at Work Regulations 1999**, the **Control of Substances Hazardous to Health Regulations 2002**, the **Health & Safety (Consultation with Employees) Regulations 1996**, the **Provision and use of Workplace Equipment Regulations 1998**, the **Workplace (Health, Safety and Welfare) Regulations 1992** and the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

## 2. Policy Statement

By Managing Health & Safety in the workplace, DWT aims to provide a working environment where accidents are not expected to occur. Our general statement of intent is to:

- Ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and anyone affected by their acts or omissions
- Consult with our employees on matters affecting their health & safety
- Maintain safe plant and equipment
- Provide information, instruction and supervision of employees
- Ensure the safe handling and use of substances
- Ensure that all employees are competent to do their tasks by giving them adequate training
- Commit to the continual improvement of the management of health & safety at work
- Prevent accidents and cases of work related ill health (both mental and physical)
- Comply with current legislation and other requirements relevant to our work
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary and at regular intervals

DWT's Leadership Team are firmly committed to meeting these objectives and will ensure that employees under its control are competent, adequately resourced and fully supported to uphold these policy aims at all times.

## 1. Avoid risks

- Risks will not be taken willingly. Risk will be avoided by using different processes or finding a safer way to complete the task

## 2. Evaluate risk that cannot be avoided

- Where risks are identified, risk assessments will be conducted

## 3. Combat risks at source

- Risks are controlled by removing the cause rather than by providing special protection (eg safety signs)

## 4. Adapt the work to the individual

- Work equipment, work places and work methods are designed to reduce any harmful effects on health

## 5. Adapt to technical progress

- Advancements in technology and the availability of information will be used where ever possible, to enhance and continually improve DWT's safety management arrangements

## 6. Replace the dangerous with the less (or non) dangerous

- Where necessary, processes and equipment will be substituted with non hazardous, or less hazardous alternatives

## 7. Develop a coherent overall prevention policy

- DWT arrangements for safety will be covered by this policy and the Occupational Health & Safety Management System

## 8. Prioritise collective protection measures over individual protection measures

- Priority will always be given to control measures that make the workplace safe for everyone, rather than just the individual

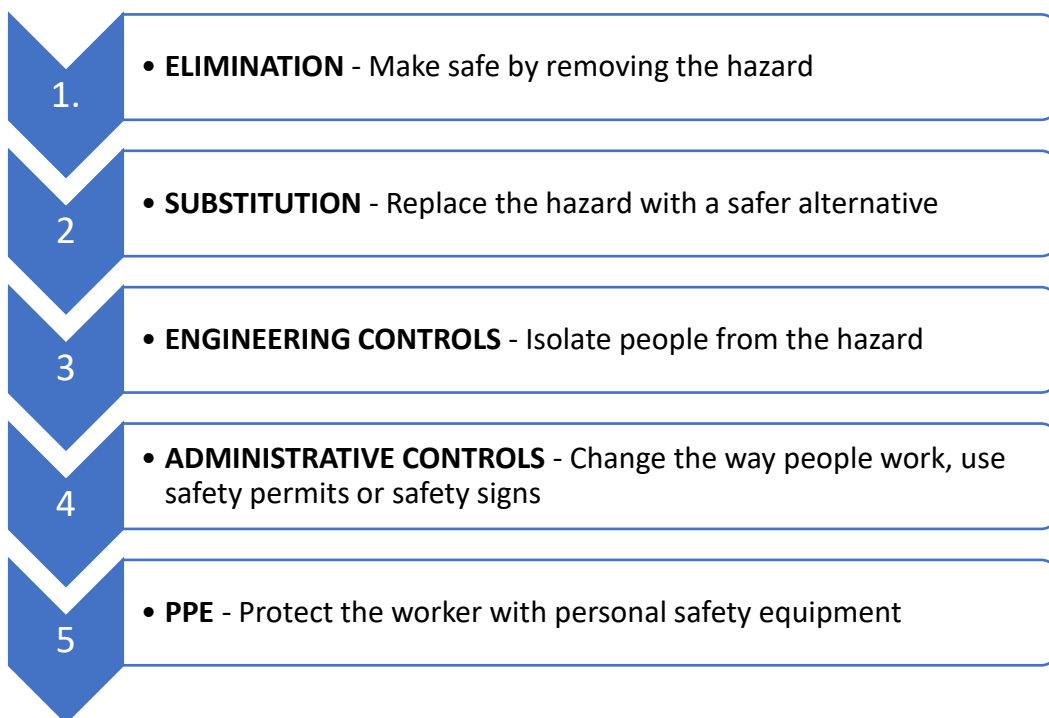
## 9. Give appropriate instruction to employees

- Employees will be made fully aware of all safety policy, procedures and arrangements that might affect their safety at work.

## 3. General principles of prevention

DWT's approach to managing workplace safety reflects the General Principles of Prevention laid out in schedule 1 of the **Management of Health & Safety at Work Regulations 1999**. All DWT safety arrangements laid out hereafter are made in accordance with the following basic principles:

When risks have been identified, control measures will be put in place. These follow the hierarchy of control stated by the Health & Safety Executive (HSE) which prescribe the order of preference, in which controls should be adopted:



The hierarchy of control should be the framework for all control measures and must be followed in order of preference – not just selected at random. Note that PPE is always considered the last resort.

## 4. Introduction

4.1 DWT strives to provide the safest possible environment in which our employees can work. We believe that every employee has the right to come to work in the knowledge that their personal safety and wellbeing is given the highest priority. To achieve this, DWT has invested considerable resources in the development of an Occupational Health & Safety Management System (OHSMS). DWT aims to achieve certification to the ISO45001 standard for Devon Wildlife Consultants by 2019.

4.2 DWT believes that its employees have the right to be consulted on the safety issues that affect them and will do so either directly or via the staff appointed safety representatives.

4.3 DWT employees should have rewarding and worthwhile jobs and have the freedom and confidence to raise health & safety concerns where appropriate. To do this, employees need to be trusted, empowered and actively listened to by those with whom they work and interact. Employees are treated with respect at work, and are given the tools, training and support to work safely, with opportunities to develop and progress.

4.4 The management of health & safety is a collective duty shared by *all* employees of DWT and each person has a specific role to play, as detailed in the following table:

<b>Chief Executive</b>	Has overall responsibility for Health & Safety at DWT
<b>Directors</b>	Have delegated responsibility from the Chief Executive to ensure that this policy and associated procedures and management systems are adhered to within their team areas
<b>Managers/ Team Leaders</b>	Have a 'day to day' responsibility to ensure that their team areas are supporting the policy and associated procedures and management systems
<b>Facilities Team Leader</b>	Acts as the ' <i>Competent person</i> ' appointed to manage Health & Safety arrangements at DWT and to give general Health & Safety advice as required under section 7 of the <b>Management of Health &amp; Safety at Work Regulations 1999</b> . Also manages the OHSMS
<b>All employees</b>	Have a legal duty to take reasonable care of their own health and safety and that of other people who may be affected by their work under the <b>Health and Safety at Work, etc. Act 1974</b> . Employees also have a legal duty to inform their employer of any danger to health and safety posed by a work activity under The <b>Management of Health and Safety at Work Regulations 1999</b>

## 5. Definitions and Terms

<b>Accident</b>	Any unplanned event that results in injury or ill health of people or damage or loss to property , plant, materials, the environment or loss of business opportunity
<b>Near Miss</b>	Unplanned, unwanted event that had the potential to lead to an accident but did not do so
<b>Hazard</b>	Something with the potential to cause harm
<b>Risk</b>	The likelihood that a hazard will cause harm and how significant that harm is likely to be

<b>Risk Assessment</b>	The formal process of identifying hazards, evaluating risk and then either eliminating or controlling the risk to an acceptable level
<b>Competent</b>	A person with sufficient knowledge, training or experience
<b>Occupational Health &amp; Safety Management System (OHSMS)</b>	The recorded, formal procedures for managing safety, defining responsibilities, identifying legislation and setting targets for continual improvement
<b>RIDDOR</b>	Reporting of Incidents, Diseases and Dangerous Occurrences Regulations
<b>COSHH</b>	Control of Substances Hazardous to Health Regulations
<b>Consultation</b>	The duty of employers to consult with employees over matters affecting their health & safety
<b>Control measure</b>	The actions required to make a hazard safe or to reduce the risk to an acceptable level
<b>So far as reasonably practicable</b>	The balancing of the level of risk against the measures needed to control that risk in terms of time, money or trouble
<b>Representative of Employee Safety</b>	An employee, elected from the work force, who makes representations to the employer on behalf of the employees on potential hazards and dangerous occurrences, general matters affecting the health & safety of the employees they represent and specific matters on which the employer must consult.
<b>Work equipment</b>	A broad term that encompasses <i>any</i> equipment provided to carry out a work related task. This includes office equipment, machinery, tools and vehicles
<b>Young Persons</b>	A person under 18 years of age
<b>Hierarchy of control</b>	The order of preference that should be applied to any control measure
<b>Residual risk</b>	The level of risk that remains after control measures have been put in place
<b>Suitable and sufficient</b>	A risk assessment that focuses on the significant risks, ignores the trivial risks and is proportionate to the level of risk

## 6. Identifying hazards and minimising workplace risk

6.1 - All activities which can foreseeably present a hazard to participants (or those non participants who may be inadvertently affected by that hazard or activity) must be formally assessed by means of a risk assessment.

6.2 - A risk assessment is a legal requirement under the **Management of Health & Safety at Work Regulations 1999**.

6.3 - The purpose of a risk assessment is to establish the hazards that are present in an activity and to identify control measures that reduce those hazards to a safe or acceptable level.

6.4 - The risk assessment should be written and recorded and its findings shared with any participant who may be affected by the contents. Identified hazards will be controlled by considering who could be harmed and how, and then control measures specified. Any risk to individuals that remains after the control measures have been implemented will be classified according to their severity. Low residual risk is unlikely to need further action but should be regularly reviewed to ensure it doesn't increase. Medium residual risk may require additional controls. Hazards with high residual risk are unlikely to be safe to proceed and will require the activity to be halted until controls can be put in place to reduce the risk to an acceptable level.

6.5 - Risk assessments are reviewed to ensure their ongoing suitability. These reviews are carried out regularly, after any change in process or equipment or following any incident that may indicate that control measures were not adequate.

6.6 - Risk assessments should only be carried out by competent individuals. Those carrying out a risk assessment are required to be familiar with the task and any hazards that it may present. This ensures that the specified control measures are adequate and effective.

6.7 - Those carrying out a risk assessment should discuss the content with their manager if they have any concerns over the levels of residual risk and devise a satisfactory way of reducing these to an acceptable level.

6.8 - For a risk assessment to be effective, it must be suitable and sufficient. This is an important definition and requires a risk assessment to identify significant risks and ignore trivial ones, identify and prioritise the measures needed to comply with statutory provisions, remain appropriate to the nature of work and identify the risks arising from the activity with the level of detail being proportionate to the risk.

6.9 - Certain types of activity require a specific type of risk assessment. DWT undertakes to approach these situations in the following way:

<b>Young Persons</b>	As defined in section 5 of this policy, the risk to young workers is proportionately higher due to their lack of experience and awareness of
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	<p>risks in the workplace. Young persons require a specific risk assessment which focuses not only on the hazards they may face but also the details of any prohibited equipment or processes, additional training and supervision arrangements. If the employee is under 16 then their parent or guardian will be made aware of the findings. A young person's risk assessment will be carried out by the manager of any worker or volunteer under the age of 18 . <i>Note that whilst this policy covers the arrangements for identifying and controlling the risk to young persons, it does <b>not</b> cover safeguarding issues relating to this group. DWT's safeguarding arrangements can be found in the Safeguarding policy <a href="#">here</a>.</i></p>
<b>Expectant and nursing mothers</b>	<p>This type of risk assessment focuses on the specific harm that a pregnant or nursing worker may face. It introduces control measures and may require the alteration of working conditions if the risk is unavoidable or cannot be controlled. This type of risk assessment is carried out by the Facilities Team Leader in consultation with the worker and their manager. This happens once the employee has informed DWT that she is pregnant</p>
<b>Workers with a disability</b>	<p>This type of risk assessment is carried out to ensure that adequate control measures are put in place to protect a worker whose mobility, decision making or perception may be affected by a disability. This type of risk assessment is carried out by the person's manager</p>
<b>Fire risk assessment</b>	<p>A fire risk assessment is an annual assessment of the fire risk in a particular building. DWT ensures all its properties (or other properties in which its employees work) are assessed for fire risk at least once a year. This type of risk assessment is always carried out by the Facilities Team leader</p>
<b>Legionella risk assessment</b>	<p>A Legionella risk assessment considers the risk to building users from the Legionella bacteria which can cause legionnaire's disease. Due to the highly technical nature of this risk, DWT uses specialist contractors to conduct this type of risk assessment</p>
<b>Asbestos risk assessment</b>	<p>This type of risk assessment considers the risk to a building user, from the exposure to asbestos fibres. This type of risk assessment is conducted by the Facilities Team Leader using information from Asbestos surveys carried out by specialist contractors</p>
<b>Livestock risk assessment</b>	<p>Where DWT carries out work with livestock that it owns or where livestock is put onto land owned or operated by DWT, an assessment will be made based on the access requirements, site users, breed of animal, temperament of animal and whether the animal has young. Suitable controls will be put in place.</p>

## 7. Monitoring safety performance

7.1 – Every Manager and Team Leader has a responsibility to ensure that their teams are working safely, without undue risks to themselves or others and within the regulations and requirements set both internally and through statutory legislation.

7.2 - DWT's safety management system provides all managers with the information they require to ensure that these requirements are met.

7.3 - To monitor the performance of workplace safety, managers will proactively sample, inspect and test the safety arrangements put in place by their teams. Where those arrangements do not meet expectations, the manager will take action to either halt the activity or seek advice from the Facilities Team leader as to what remedial actions are required to make the activity safe.

7.4 – As part of DWT's safety management system, a regular programme of internal audits and routine scheduled workplace inspections will take place across the organisation. These will be carried out by the Facilities Team Leader, Director of Commercial and Operations, the team Manager or any combination of the three. The findings of these audits and inspections will be used to ensure continual improvement within the management system and findings will be fed back to the Leadership Team and Health & Safety Committee.

## 8. Consultation

8.1 – DWT embraces a culture in which employees are encouraged to raise any safety concerns in a supportive atmosphere that welcomes feedback on how safety performance can be continually improved.

8.2 – To facilitate this, and to allow managers better communication with teams over matters affecting their safety DWT uses appointed Representatives of Employee Safety.

8.3 – In accordance with the **Health and Safety (Consultation with Employees) Regulations 1996**, DWT safety reps are elected from the general workforce by the employees they will be representing. This ensures that employees are comfortable with the person who will be representing them and to ensure that the process remains transparent at all times.

8.4 – DWT recognises that any change to physical working conditions, working practices, substances or equipment may introduce new hazards into the workplace. When this happens, DWT will consult on these new hazards with the employees that may be affected to ensure that managers and employees work together to best identify the most appropriate and effective control measures. This consultation may be conducted either directly or through the appropriate safety rep.

8.5 – DWT believes that by consulting with employees, a healthier and more inclusive safety culture will be fostered. This culture is one in which employees have a sense of ownership through

the contributions they have made. Employees should be able to input into matters affecting the safety of their work environment, practices, knowledge and training.

8.6 – Safety representatives are also invited to sit on the Health & Safety Committee.

## 9. Occupational Health Arrangements

9.1 – Given the nature of its work, some DWT employees will be subjected to environments and work practices that may place them at additional risk to long term health conditions. These include (but are not limited to) conditions relating to vibration and hearing, exposure to certain chemicals and work with asbestos or lead.

9.2 – In general the roles that are likely to encounter these conditions are those involved with practical conservation and property maintenance.

9.3 – To ensure that the risk of exposure to DWT employees remains at an acceptable level, DWT provides occupational health screening to the employees it has identified as being potentially at risk.

9.4 – Occupational Health provision is offered to appropriate employees via the services of a registered Occupational Health Provider. These employees may opt to use their own provider if they prefer but in these instances, that provider must be able to share the findings of their appointment with DWT.

9.5 – Occupational health appointments are managed by the Facilities Team and are normally arranged on an annual basis unless the findings of an appointment dictate that a greater frequency is required.

9.6 – DWT provides eye tests for any employee who uses display screen equipment for a significant amount of time (defined as daily for periods of an hour or more). Where the findings of an eye test specify the need for special corrective glasses, specifically required for reading a display screen (as opposed to normal glasses used for anything else – long sight, short sight, driving etc) DWT will pay up to £50 for a basic frame and single vision lenses. Note that this provision only applies where the prescription is solely for display screen use.

## 10. Fire, emergency and evacuation procedures

10.1 – DWT affords fire safety the highest priority at all its sites. To ensure the highest standards of safety, the following measures apply to all DWT buildings:

10.2 – Each property is subject to an annual fire risk assessment. This is carried out exclusively by the Facilities Team leader with actions allocated to either employees or contractors with

completion dates. Each property will be afforded a risk rating based on the findings of the risk assessment.

10.3 – Fire detection systems are installed at all DWT properties. The specification of each detection system is dependent on the findings of the fire risk assessment. Where the risk is higher or the building occupation levels are high, the property is likely to be covered by externally monitored systems. Where the risk or occupancy are lower then the building is likely to be covered by local alarms and detectors. Regardless of the nature of the system, all alarms will be subject to weekly maintenance tests and will be serviced regularly by appointed contractors.

10.4 – All DWT properties are equipped with emergency lights which are tested monthly and serviced annually.

10.5 – All DWT properties are equipped with sufficient fire extinguishers as determined by the fire risk assessment. In some cases and where appropriate, additional fire fighting equipment such as fire blankets and specialist fire extinguishers are provided. All fire fighting appliances are inspected daily as part of routine opening checks and any deficiencies reported. All are subject to annual servicing by appointed contractors.

10.6 – All DWT properties are equipped with adequate and appropriate emergency signage.

10.7 – All DWT properties are covered by nominated employees who have additional responsibility for emergency arrangements in the event of a fire. These people are trained and appointed as Fire Wardens and will, in the event of a fire, put the site's emergency plan in place.

10.8 – The emergency procedures at each site will be tested regularly by means of simulated fire drills.

10.9 – Each DWT site has its own individual emergency plan, detailing arrangements to made in the event of fire, flood, security threat and other emergency situations. This is reviewed regularly to ensure it remains relevant.

## **11. Accident and Injury reporting**

11.1 – Any injury that occurs in the workplace must be recorded in an accident book. Each DWT office is equipped with one of these. Records are used to identify trends in accidents related to certain premises, equipment or practices. Where patterns are identified, additional or improved control measures will be put in place.

11.2 – A simple accident reporting procedure requires that on completion of an accident record, it must be sent to the Facilities Team Leader within 48 hours of the accident occurring. If the Facilities Team Leader is not at work, the record must be sent to the Director of Commercial & Operations within the same timescale.

11.3 – Some accidents will fall under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. Using the procedure detailed in 7.2, the Facilities Team Leader (or named cover) will assess the details of the accident against the RIDDOR criteria and if required, make a report to the Health & Safety Executive (HSE) within the stated timescale.

11.4 – DWT provides a range of qualified First Aiders across its sites and events. These will be trained either to the First Aid at Work (FAW) level or to the Emergency First Aid at Work (EFAW) level, depending on individual risk assessments. The need for first aid training is identified by team managers and is arranged by the Facilities Team.

11.5 – Each DWT office is equipped with a fully stocked first aid kit – the contents of which will vary due to the findings of the site risk assessment. Holders of the EFAW qualification work with members of the Facilities Team to ensure these always remain adequately stocked.

11.6 – Near misses will be recorded in the same way as accidents, as detailed in point 7.2.

## 12. Accident investigation

12.1 – In some instances, the circumstances around, or the consequences of an accident or near miss will require further investigation.

12.2 – Accident investigations are carried out by the Facilities Team Leader on receipt of an accident report as in 11.2. The investigation may be carried out in conjunction with employees or volunteers who may have been involved.

12.3 – In all but the most extreme cases, an accident investigation will normally involve an inspection of the accident location, interviewing witnesses, review of CCTV footage (if available) and an analysis of both the immediate and root causes. Additional controls will be specified to ensure that the accident is not repeated.

12.4 – Where the accident leads to a significant injury, a more robust investigation will take place. This will involve preserving the scene of the accident, formally interviewing witnesses independently, recording the scene through photographs and sampling and in some cases closing the site until it can be confirmed as safe. This type of investigation may be carried out in conjunction with, or solely by, officials from HSE, Environmental Health, Police or Fire and Rescue Service. In these instances, DWT will cooperate at all times.

## 13. Welfare & Stress

13.1 – DWT is committed to providing workplaces that meet the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992**.

13.2 – In broad terms, this means that properties provided by DWT for work purposes will meet the requirements in terms of adequate layout, lighting, ventilation, temperature, cleanliness, natural daylight, sanitary conveniences, rest areas, pedestrian access routes, access to drinking water and protection from falling objects.

13.3 – DWT understands that workplaces that do not meet these requirements have the potential for physical harm and may also be detrimental to the mental welfare of employees. For these reasons DWT strives to maintain the highest standards in its workplaces.

13.4 – DWT recognises that along with workplace standards; other contributory factors associated with workload, working relationships and workplace expectations and demands, can have a negative impact on mental wellbeing.

13.5 – DWT will be developing detailed guidance in the area of mental wellbeing and workplace stress during 2019. This guidance will be based around the six recognised contributory factors associated with workplace stress – specifically prioritising:

#### DEMANDS

- Providing staff with adequate and achievable demands in relation to work load , deadlines and hours of work

#### CONTROL

- Giving staff control over the work they do , the manner in which it is done and the environment they work in

#### SUPPORT

- Giving adequate information training and instruction and providing someone to give understanding and support if required

#### RELATIONSHIPS

- Maintaining an environment in which bullying and harassment do not exist. Providing employees with supportive managers

#### ROLES

- Clearly defining roles so that employees understand what is expected of them, what authorities they have and how they fit into the organisation structure

#### CHANGE

- Consulting with employees about any changes that will affect them. Encouraging and enabling employees to influence any proposed changes

## 14. Health & Safety training

14.1 - DWT will ensure that all employees carrying out works on its behalf have received appropriate training to allow them to conduct such work at no undue risk to themselves or others.

14.2 – Where specific safety training or knowledge is required, DWT will ensure that this has been provided before the employee conducts the work.

14.3 – DWT will not engage any employee to carry out works unless they are proved to be competent in that work.

14.4 – In some areas, DWT will engage external agencies to provide training to its employees – this would normally be where specialist knowledge is required ( i.e. First Aid, Chainsaw use etc).

14.5 – DWT’s safety management system provides up to date information and advice on all aspects of workplace health & safety and is reviewed and revised annually.

14.6 – Wherever new equipment, practices or products are implemented in the workplace, DWT will provide adequate training to employees through the consultation process highlighted in 8.4.

14.7 – Some roles will require re-training at pre-determined intervals. This includes First Aid training; Chainsaw use and Tractor driving. In each instance, DWT will state in individual guidance notes what these intervals shall be.

## 15. Personal protective Equipment

15.1 – DWT regards Personal Protective Equipment (PPE) as the *last resort* in the management of employee safety.

15.2 – DWT understands that PPE can be used as an effective control measure but only if there is no other way of making a hazard safe. To this end, the hierarchy of control is used to prioritise the identification of control measures as shown in section 3 of this policy.

15.3 – Where possible, employees will seek to completely remove a hazard to make it safe. If that cannot be done, measures will be taken to replace it with a safer option or protect the worker with physical or administrative controls. PPE will only be specified when none of these options are viable.

15.4 – Where PPE has to be used, DWT will ensure that its employees are provided with the most appropriate option and that the PPE meets the required industry standards.

15.5 – PPE will be provided for the individual, ensuring that it fits correctly, is appropriate for the task, is maintained correctly and provides the necessary level of protection. This means that

employees are likely to have their own PPE rather than relying on sharing or using generic equipment.

15.6 – Where possible, when identifying PPE, DWT will give preference to collective protection rather than individual protection.

15.7 – Employees who use PPE are responsible for the safe storage and maintenance of that equipment and are expected to report any damaged or unsuitable equipment immediately.

### **16. Work equipment – Provision, use, testing and inspection**

16.1 – Where equipment is provided for use in the workplace, DWT will ensure it is suitable, adequately maintained and provided with appropriate instruction for the user.

16.2 – All work equipment purchased by DWT should conform to the appropriate standards (CE, BS EN, ISO etc) This applies to both new and second hand equipment.

16.3 – All work equipment must only be used for the purposes and conditions for which it was originally intended. Work equipment must always be used in accordance with the manufacturer's instructions.

16.4 – Work equipment should be regularly inspected by the user to ensure that it is safe and in a suitable condition. Some equipment will require inspections by a competent person or by a specialist consultant. In these instances, DWT will arrange for inspection and will ensure that maintenance records are kept.

16.5 – Anyone using workplace equipment will be given adequate training and information before use.

16.6 – For agricultural and forestry equipment, DWT has nominated competent persons to oversee the maintenance arrangements and to be responsible for record keeping.

16.7 – Where guards are fitted to any work equipment, it is the user's responsibility to ensure that they are always in place before, during and after use. If a user notices that a guard is missing or is not operating as expected, they must stop using the equipment immediately and notify their manager.

16.8 – Electrical work equipment is subject to additional safety inspections. Users are required to conduct regular visual inspections (at least every 6 months) to ensure there is no visible damage to power cables or equipment casing. Portable electrical equipment will be subject to regular testing at a frequency determined by risk assessment. Fixed electrical testing will take place at an interval no longer than 5 years. Further information on this can be found in DWT's guidance note on Electrical Safety.



## 17. Legal requirements

17.1 – DWT will comply with all current Health & Safety legislation and other standards relevant to its work. DWT will continually monitor and update its practices to comply with changes in legislation.

17.2 – DWT uses third party sources to monitor and screen all health & safety legislation relevant to its work. This ensures that all employees can keep fully informed on all current legislation and can be made aware of any significant revisions or amendments.

17.3 – DWT's statutory obligations are monitored and controlled via the Safety Management System, and significant updates are a standing item on the Health & Safety Committee agenda.

## 18. Health & Safety Committee

18.1 – DWT appoints a Committee to preside over significant decisions relating to the management of Health & Safety.

18.2 – The committee meets quarterly in January, April, July and October.

18.3 – The committee is chaired by the Director of Commercial and Operations, with the Facilities Team Leader acting as deputy chair.

18.4 – The committee comprises a cross section of Managers, Officers and Representatives of Employee Safety; all of whom are on the committee due to their knowledge and experience of health & safety. A Trustee also sits on the committee.

18.5 – The committee meetings follow a set agenda and employees are invited to raise issues for discussion, either through their team meetings, directly with the Facilities Team Leader or through their safety rep. Minutes of meetings are circulated to managers for dissemination within their teams.

## 19. Setting objectives

19.1 – DWT's safety management system is committed to continual improvement.

19.2 – To ensure this, annual objectives are set focusing on the reduction of accidents, compliance with statutory requirements and the maintenance of safe workplace.

19.3 – Objectives are set in line with this Health & Safety policy and are the results of discussions with, and feedback from, employees or their representatives.

19.4 – Objectives will be expressed in a manner that is specific, measurable, achievable and timebound. This allows for effective monitoring and reporting.

19.5 – Objectives will be set, monitored and reported against, by the Facilities Team.

### **20. Continual improvement**

20.1 –DWT’s safety management system is set up to provide a safe work environment and is committed to continual improvement.

20.2 – Continual improvement is achieved by constantly raising the level of Health & Safety performance across the organisation.

20.3 – DWT will promote a positive health & safety culture, that is shaped by the Leadership Team who set and expect the highest standards in safety management at all times.

20.4 – DWT believes that by involving workers and consulting with them, a sense of ownership is promoted. This creates an environment where employees work with managers to design and maintain the safest possible working environment, and one in which employees feel able to feedback on matters relating to their safety – either directly or through their safety representatives.

20.5 – DWT will use this feedback to ensure that its management system continually improves.

### **21. Breaches**

21.1 – This policy exists to ensure the safety and welfare of all DWT employees and those who may be affected by their actions. It also ensures that the organisation remains compliant with its statutory obligations.

21.2 – For this reason, any wilful breach of this policy will be regarded as a disciplinary matter and will be dealt with via DWT’s disciplinary procedure.

## Appendix 1 – roles and responsibilities

Role	Name
Health & Safety Trustee	Trevor Smale
Chief Executive	Harry Barton
Director of Corporate & Commercial	Emma Richardson
Facilities Team Leader	Stuart Hodgkiss
Persons with site responsibility	Name
Responsible Person – Crickelpit Mill	Stuart Hodgkiss
Responsible Person – 27 Commercial Rd	Ian Egerton
Responsible Person – Alden’s Court	Li-Li Williams
Responsible Person – Woodah Farm	Andrew Bakere
Responsible Person – Cookworthy	Steve Payne
Responsible Person – Meeth Quarry	Ian Chadwick
Responsible Person – Gooseham Mill	Gary Pilkington
Responsible Person – Wembury Marine Centre	Cat Andrews
Responsible Person – Seaton Jurassic	Richard Drysdale
Safety Representatives	Name
Representatives of Employee Safety	<i>To be appointed</i>
Competent Persons	Name
Competent Person – General Health & Safety	Stuart Hodgkiss
Competent Person – Agricultural equipment (Woodah)	Edric Hopkinson
Competent Person – Agricultural equipment (Cookworthy)	Steve Payne
Competent Person – Agricultural equipment (Meeth)	Ian Chadwick



Signed.....  
 Harry Barton  
 Chief Executive

End.